



Operating Policy – Child Care Centre

1. Purpose

- 1.1 To provide child care facilities for the full-time educational care of children of the McMaster student community and community at large which provides all aspects of development of the child in a “home away from home” atmosphere for both the child and parent.

2. Operating Parameters

- 2.1 Priorities for admission to the Child Care Centre will be as follows:
 - 2.1.1 Children of McMaster Undergraduates;
 - 2.1.2 Children of McMaster Graduate students;
 - 2.1.3 Children of Staff and Faculty;
 - 2.1.4 Children of Westdale Community Residents.
- 2.2 The age of children admitted shall be eight months to six years of age
- 2.3 The Child Care Centre shall be open Monday to Friday from 7:30am to 6:00pm and 7:30am to 5:30pm in July and August only;
- 2.4 The Child Care Centre shall employ the necessary qualified staff and shall meet the minimum legal requirements under the Child Care & Early Years Act of 2014(CCEYA).

3. Personnel Structure

- 3.1 The Director, who shall:
 - 3.1.1 Act as a liaison between the McMaster Students Union Executive and the Child Care Centre staff;
 - 3.1.2 Manage the day to day running of the Child Care Centre;
 - 3.1.3 Manage all Child Care Centre personnel and conduct weekly staff meetings;
 - 3.1.4 Conduct annual performance appraisals and salary reviews for recommendation to the Board of Directors;
 - 3.1.5 Observe and monitor the compliance of the Program statement and approaches to learning ensuring that they are following the policy regarding Prohibited Practices.
 - 3.1.6 Conduct environmental reviews of the program and facility;

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- 3.1.7 Provide a written report to the Secretary at each monthly Child Care Centre Advisory Committee meeting;
 - 3.1.8 Recommend to the Child Care Centre Advisory Committee, ways and means of improving the Centre and make a written report to the Board of Directors of the McMaster Students Union at the end of every fiscal year;
 - 3.1.9 In conjunction with the Vice-President (Finance) and the MSU Comptroller, be responsible for the preparation and presentation of the Regional Child Care budget on the date set by the City of Hamilton;
 - 3.1.10 In conjunction with the MSU Comptroller, prepare applications for Wage and General Operating grants for Health & Safety Funding, and funding for student staff.
 - 3.1.11 Working with the accounting staff to complete receivable and payable functions.
 - 3.1.12 Ensure **Operating Policy – Services** and **Operating Policy – Child Care Centre** are upheld.
 - 3.1.13 Report on wage and pay equity subsidies ensuring all policies and procedures set by the CCEYA are followed.
 - 3.1.14 Work with the Ministries of Education, Health, Fire and environment to ensure compliance.
 - 3.1.15 Keep current files on staff, students, volunteers and children;
 - 3.1.16 Perform other duties as defined in the Director's job description
 - 3.1.17 Be hired by the Board of Directors and the General Manager through an application and interview process.
- 3.2 The Registered Early Childhood Educators, who shall:
- 3.2.1 Report to the Child Care Director
 - 3.2.2 Provide an enriching program following the ministries statement on program and pedagogy using the four foundations: *Belonging, Well-being, Engagement and Expression* found in the document, "How Does Learning Happen? Ontario's Pedagogy for the Early Years 2014"
 - 3.2.3 Comply with the Centre's Program Statement and Policies and Procedures.
 - 3.2.4 Maintain communication with families regarding their children's progress.
 - 3.2.5 Participate in ongoing professional learning as set out by the College of Early Childhood Educators.
 - 3.2.6 Take direction from and be accountable to the Director of the Child Care Centre
 - 3.2.7 Perform other duties as defined in the RECE job description
 - 3.2.8 Be hired by and responsible to the Director
- 3.3 The Teacher's Assistants, who shall:
- 5.1.1 Assist in the set up, clean up and the implementation of daily activities.
 - 5.1.2 Assist Teacher's with tasks and routines as directed;
 - 5.1.3 Interact with children at a child's level;
 - 5.1.4 Help supervise indoor/outdoor play areas;
 - 5.1.5 Take direction from and be accountable to the staff and Director of the Child Care Centre and its Program Statement & Policies and Procedures;
 - 5.1.6 Be McMaster Students employed part time from September to April and two McMaster students employed full time from May to August.

- 3.4 The Full-Time Cook, who shall:
 - 3.4.1 Report to the Child Care Director;
 - 3.4.2 Develop and execute a nutritious meal plan following Canada's food guide for children at the Centre;
 - 3.4.3 Ensure Food Handler's Certification and other applicable regulatory requirements remain up to date;
 - 3.4.4 Perform other duties as defined in the Cook job description;
 - 3.4.5 Be responsible to, and hired by the Director.

- 3.5 The Volunteers, who shall:
 - 3.5.1 Assist Teacher's with tasks and routines as directed;
 - 3.5.2 Interact with children at a child's level;
 - 3.5.3 Help supervise indoor/outdoor play areas;
 - 3.5.4 Take direction from and be accountable to the staff and Director of the Child Care Centre and its Policies and Procedures.
 - 3.5.5 Obtain a clear Vulnerable Sector Police Check;

- 3.6 Part-time non-student support staff, who shall,
 - 3.6.1 Be brought in as required to cover full time positions for vacation/sick time.
 - 3.6.2 Hired by and responsible to the Director.